A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

If the business registration has been expired for more than 30 days, you must reinstate. If the business registration has been expired for more than 90 days, you must reapply.

1. Have you ever held a current or expired Business Entity license with the Virginia Real Estate Appraiser Board?
   - No ☐
   - Yes ☐ If yes, provide your license number and expiration date below:
     - VA License Number: ____________
     - Expiration Date: ____________

2. Business Entity/Sole Proprietor Name
   - A sole proprietor should enter his/her full legal name and the company name should be entered below as the assumed/fictitious name. All names must be the same as displayed on government issued ID or organization/business documents.

3. Assumed or Fictitious Name
   - If an assumed/fictitious name is to be used, a copy of the certificate filed with the Virginia State Corporation Commission (SCC) pursuant to §59.1-69 of the Code of Virginia must be attached to this application.

4. A. Type of business entity (select only one)
   - Sole Proprietorship ☐
   - General Partnership ☐
   - Solely Owned LLC ☐
   - Corporation ☐
   - Limited Partnership ☐
   - Limited Liability Company ☐
   - Other, please specify: ____________________________

   B. State Corporation Commission (SCC) Number: ____________ (If applicable)
   - All businesses in Virginia must be registered with the SCC (including all out-of-state businesses). Firms/Businesses shall be organized as a business entity under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. No person, partnership, limited liability company or corporation shall conduct or transact business in this Commonwealth under any assumed or fictitious name unless register with the Virginia SCC.
   - General Partnerships should attach recording data or a certificate of partnership issued by the Virginia State Corporation Commission (SCC).
5. Provide **one** of the following identification numbers*:  
- Business Federal Employer Identification Number (EIN)  
- Sole Proprietor's/Individual's Social Security Number  
- **Virginia** Department of Motor Vehicles Control Number  

Enter the same identification number as used on previous applications or licenses on file with the department.  
* State law requires every applicant, who is not a sole proprietor or solely owned LLC, to provide a federal employer identification number. Sole proprietor or solely owned LLC who do not have a FEIN must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

6. Mailing Address (PO Box accepted)  
The mailing address will be printed on the license.  

City ___________________________ State ___________ Zip Code ___________  

7. Street Address (PO Box not accepted)  

PHYSICAL ADDRESS REQUIRED  
Check here if Street Address is the same as the Mailing Address listed above.  

City ___________________________ State ___________ Zip Code ___________  

8. Contact Numbers  
Primary Telephone ___________________________ Alternate Telephone ___________________________  

9. Email Address  
Email address is considered a public record and will be disclosed upon request from a third party.  

10. Provide the following information for a Virginia licensed/certified real estate appraiser who will serve as the contact person for this business entity:  

Name ___________________________  

Virginia License Number ___________________________  

11. Provide the following information for the registered agent, an associate, or a partner of the business entity applying for this registration:  

A. Name  
 Last ___________ First ___________ Middle ___________ Generation ___________  

B. Title ___________________________  

C. Mailing Address (PO Box accepted)  
(Residential Address)  

City ___________________________ State ___________ Zip Code ___________  

12. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 20.1, of the Code of Virginia and the Virginia Real Estate Appraiser Board Regulations.

Signature ___________________________ Date ___________  

*(Individual named in question #10.)*